



Africa Oral Genealogies & Family Histories Project

Suggested Contractor Quality Control Process Best Practices Checklists

Folder Name _____ Informant Name _____ Interview Date _____

Field Manager Quality Checklist

Field Agent Name _____ Field Manager Name _____

Collection Form

- ☐ Has the interview been recorded on the FSI standard interview collection form?
- ☐ Is each field on the header of the interview collection form filled out and easy to read?
- ☐ Does the a) name and b) age of the informant on the header of the interview collection form match the informant name and age of the informant in the mobile app?
- ☐ Does the number of names on the header of the collection form match the number in the mobile app?
- ☐ Are the number of names on the header and the total number of names written on the collection form the same?
- ☐ Does the name of the earliest ancestor on the collection form match the name of the earliest ancestor in the mobile app? (the name should be spelled exactly the same)
- ☐ Does each name recorded in the interview collection form have a) a unique RIN number, b) a relationship code, and c) gender?
- ☐ Are the names on the collection form written clearly and easy to read?
- ☐ Does the collection form have the dates and places of birth for the informant, their spouse, and the informant's children?
- ☐ Is the interview free of unusual family structures, patterns, or other oddities? (carefully examine each page)

Informant Visit

- ☐ Does the age the informant reports to you match the age written on the interview collection form and in the mobile app?
- ☐ Does the informant's signature match the signature on the authorization form?
- ☐ Does the amount of time the informant reported the interview taking make sense given how many names are in the interview?
- ☐ Was the informant able to provide the names you requested as you asked them about certain ancestors recorded on various pages of the interview collection form?
- ☐ Did the informant report that the field agent did not offer to pay them to provide them with names?

Mobile App Data

- ☐ Are all the photos in the mobile app photos of what they are supposed to be and can they be clearly viewed?
- ☐ Is the authorization form photo a photo of FSI's current, official authorization form?
- ☐ Is the authorization form clearly signed or marked by the informant? Is the authorization form dated?
- ☐ If the informant signed the authorization form with an X, is the authorization form clearly signed by the interpreter?
- ☐ Is the informant's name written clearly on the top of the authorization form and easy to read?
- ☐ Is the entire authorization form visible in the photo?
- ☐ Can the authorization form be clearly viewed?
- ☐ Can you clearly and easily hear the field agent and informant speaking in the family story and pedigree audio files?

Quality Verified by: Field Manager Signature _____ Date _____

Data Entry Manager Quality Checklist

Data Entry Manager Name _____ Data Entry Clerk Name _____

- ☐ Was the total number of names in the interview recorded in the Data Entry Manager interview log?
- ☐ Did the data entry clerk complete the Legacy file for the interview?
- ☐ Is the first ancestor's name spelled exactly the same in the metadata file and the Legacy file? Is the informant's?
- ☐ Are the number of names in the stats report of the Legacy file equal to the number of names recorded in the Data Entry Manager interview log?
- ☐ Does the birth location of the first ancestor in the Legacy file have four location fields separated by three commas?
- ☐ Are the sample names compared between the interview collection form and the Legacy file a) spelled exactly the same? b) have the same dates recorded? c) have the same family relationships recorded?
- ☐ Is the interview free of unusual family structures, patterns, or other oddities? (carefully examine each page of the PDF of the collection form)

Quality Verified by: Data Entry Manager Signature _____ Date _____

Production Manager Quality Checklist

Production Manager Name _____

- ☐ Are the Field Manager and Data Entry Manager checklists filled out completely?
- ☐ Are all the interview contents contained in the interview folder?
- ☐ Does the name of the PDF file match the name of the zipped file and the name of the Legacy file?
- ☐ Is the PDF file a scanned copy of FSI's standard interview collection form?
- ☐ Is the PDF file free of blank pages?
- ☐ Are the number of names in the PDF file equal to or greater than the number of names in the statistics report of the Legacy file?
- ☐ Are the photos unobstructed, clear, and not blurry?
- ☐ Is the authorization form photo a photo of FSI's current, official authorization form?
- ☐ Is the entire authorization form clearly visible in the photo?
- ☐ Is the authorization form clearly signed or marked by the informant? Is the authorization form dated?
- ☐ Can you clearly and easily hear a field agent and an informant speaking in a) the family story and b) pedigree audio files?
- ☐ Was the pedigree booklet printed and delivered to the informant?

Quality Verified by: Production Manager Signature _____ Date _____